

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: July 09, 1998

From: D. Trainer

Subject: LIMS Team Meeting Minutes for 7/09/98

Attendees: C. Ament, E. Carmines, R. Lipps, F. Logan, J. Sampson, D. Trainer, J. Wickham

Business Conducted:

- Major discussion on voting procedure. Many points were brought up. Jeff discussed this with Marty and put together a notes sheet for use during the demos to indicate pros and cons of the major categories of the vendors' demonstrations. The notes sheet file, *PM Vendor Demo Notes.doc*, can be found in the *LIMSTeam\Vendor Demos* folder. The team can refer back to these when discussion is held on Friday before the vote.
- The team will vote on Friday morning in A-1, Marty will be in attendance to relate the information he has gathered from the vendors' references.
- Jeff will write a closing document with our final recommendation and the reasons we made that recommendation for delivery to Richard Cox.
- Jeff asked that we try to keep close to the script of the demo as there is very little time for much else. Questions will be kept to a minimum. Jeff and Marty will facilitate the demos to keep the agenda on schedule.
- Chris suggested that we offer a formal means to allow the audience to comment on the demos. It was decided that we will hand out Comment Sheets with a few questions requiring multiple choice selections and a general comment area. Dornan will generate.
- LabSystems will be entertaining the team on Wednesday night. Please contact Jeff by Tuesday 7/14 to let him know if you will be able to attend.
- Dick Davis has related to Jeff that **PM** is laudatory of the LIMS Team's efforts.
- Robin expressed that several people were very impressed by Jeff's presentation to the IS-OPS managers to inform them of the LIMS and the LIMS Team process in choosing a LIMS.

Action Items:

- Prepare Comments Sheet for demo audience. - **Dornan**
- Contact Jeff by Tuesday re. dinner on Wednesday. - **All**

Distribution:

Bennie Good
Chris Ament

John Wickham
Dornan Trainer

Jeff Sampson
Robin Lipps

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